



### Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, picnic tables, other \$25

### Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 25 (optional)
- ☒ Certificate of Insurance *update*
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)



## USER AGREEMENT:

**INDEMNIFICATION AND RELEASE.** In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

"User"

By:  \_\_\_\_\_  
Signature

Printed: \_\_\_\_\_ Levi Phillips

Date: \_\_\_\_\_ 8/3/2020

NEW



## Street Closure/Bridge Rental Request: Change Request

### Lafayette Board of Works, 8/11/20 Update

From Madhouse Creative, with the Greater Lafayette Marketing Coalition

**Update to the request: Per Item 1 in the original request below, We would like to change the request to reserve the portion of 4th Street between Columbia and Main, rather than being on Main.**

**We would also like to note, per Item 3 as noted in the original request, that Saturday morning, 8/29, would be the top preferred time if available.**

#### **ORIGINAL REQUEST:**

#### Board of Works

We are requesting short, small street closures and a short rental of the Myers pedestrian bridge during the week of August 24-29. We are working with the Greater Lafayette Marketing Coalition to produce a marketing film in order to promote the business and culture of the city.

We have three requests to make in order to safely and effectively film the project.

1. A three hour closure window on ~~Main Street in front of the court house.~~ We only need a small portion of road.
2. A three hours closure on Main Street in front of the Lafayette Theater at 600 Main. St. Just a small portion needed in front of the theater.
3. A four hour rental of the Myers Pedestrian Bridge from 6-9:30pm on any weekday evening, or 7-10:30am on Saturday, August 29.

We are scheduled to film throughout the whole week, and will gladly work around availability for closures and rentals.

My phone number is 206-595-5079 and email is [levi@madmadmad.com](mailto:levi@madmadmad.com), and I am happy to answer any further questions you may have on the requests. Our contact at the Greater Lafayette Marketing Coalition is Michelle Brantley, she can be reached at [mbrantley@greaterlafayettecommerce.com](mailto:mbrantley@greaterlafayettecommerce.com)

We hope this will be a successful partnership and that the project will lead to the greater growth and development of Lafayette. I look forward to hearing from you.

Thank You,

Levi Phillips | Madhouse, Producer

OLD



## Street Closure/Bridge Rental Request

### Lafayette Board of Works

From Madhouse Creative,

on behalf of the Greater Lafayette Marketing Coalition *aka Greater Lafayette Commerce*

### Board of Works

We are requesting short, small street closures and a short rental of the Myers pedestrian bridge during the week of August 24-29. We are working with the Greater Lafayette Marketing Coalition to produce a marketing film in order to promote the business and culture of the city. *(Greater Lafayette Commerce)*

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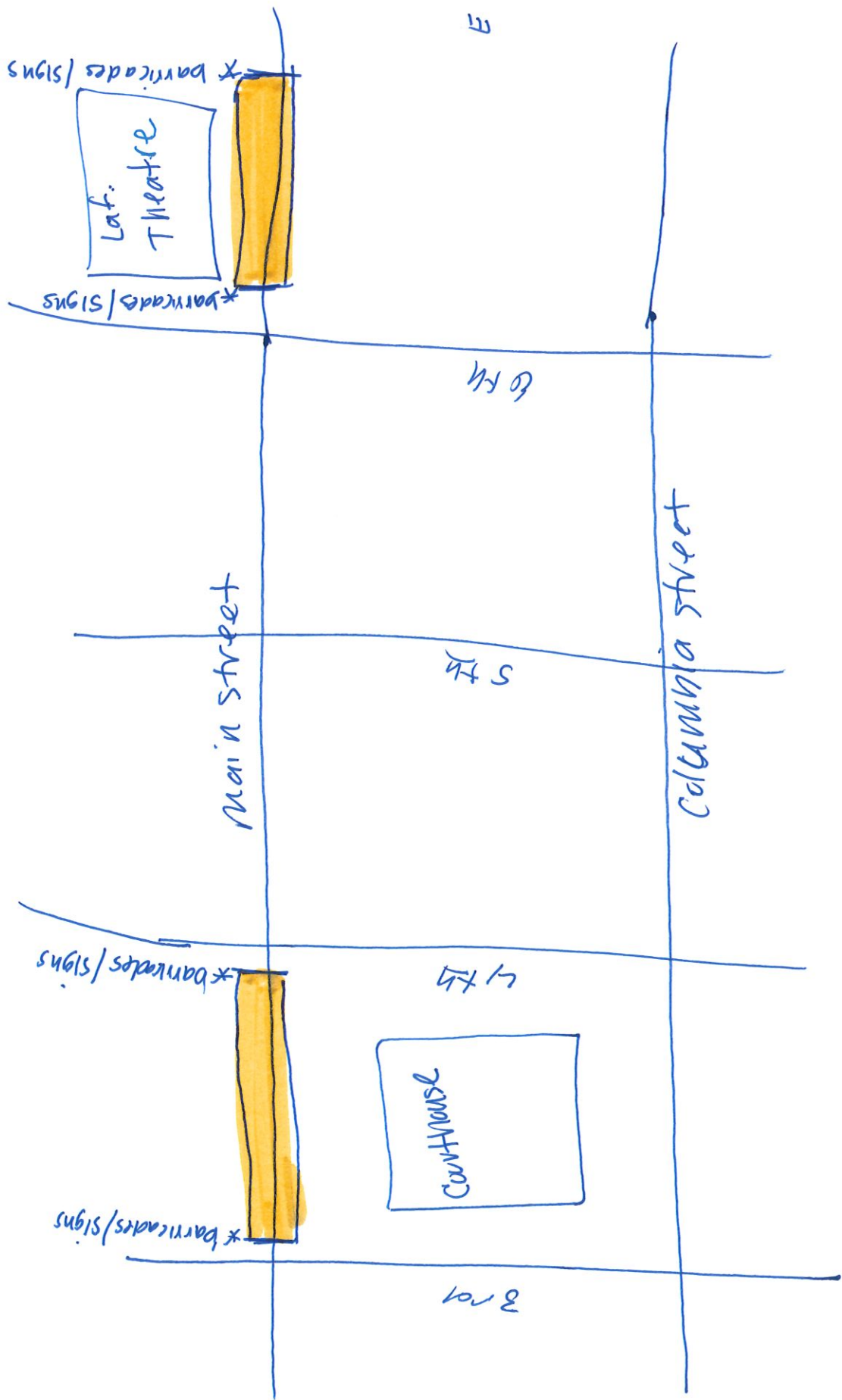
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We hope this will be a successful partnership and that the project will lead to the greater growth and development of Lafayette. I look forward to hearing from you.

Levi Phillips

Madhouse, Producer

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MADHCRE-01

TWEBSTER

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Stapleton Insurance & Risk Mgt P. O. Box 1118 Sylvania, OH 43560-0118	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (419) 720-6446 <b>FAX (A/C, No):</b> (419) 882-3911	
<b>INSURED</b>  Madhouse Creative LLC 1215 Jackson St Toledo, OH 43604	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A : Westfield Insurance</b>	<b>24112</b>
	<b>INSURER B : Globe American Casualty Co</b>	
	<b>INSURER C : Selective Insurance Co. of SC</b>	<b>19259</b>
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CWP8013986	7/19/2020	7/19/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CWP8013986	7/19/2020	7/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	CWP8013986	7/19/2020	7/19/2021	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>Drone Liability</b>			9009611	5/8/2020	5/8/2021	Limit 1,000,000
C	<b>Leased/Rented Equip</b>			S2424867-00	9/24/2019	9/24/2020	Limit 65,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Filming of short film for the Greater Lafayette Marketing Coalition between the days of August 24 and August 29. A small operation with 4-5 crew members from Madhouse and 1 Production Van (Mercedes Sprinter). Requested City reservations on small sections of Main St. and the Myers Pedestrian Bridge.

## CERTIFICATE HOLDER

## CANCELLATION

City of Lafayette  
20 N. 6th Street  
Lafayette, IN. 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*John Webster*

MISCELLANEOUS PAYMENT RECPT#: 2260130  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 08/05/20 TIME: 10:46  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: FILMING EVENT

CHARGES:  
APG1 APPLICATION FEE 25.00  
BARR BARRICADE RENTA 25.00  
AMOUNT PAID: 50.00

PAID BY: GREATER LAF COMMERCE  
PAYMENT METH: CREDIT CARD  
V#0078 EX 0922

REFERENCE:

AMT TENDERED: 50.00  
AMT APPLIED: 50.00  
CHANGE: .00